

**SUMMARY OF THE
FIELD MEASUREMENTS *AD HOC* COMMITTEE MEETING
JULY 26, 1999**

The Field Measurements *ad hoc* Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, July 26, 1999, from 1 to 3 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Barton Simmons of the California Environmental Protection Agency (CA/EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to review items considered since the Fifth NELAC Annual Meeting in Saratoga Springs, NY and to bring up new issues, especially those relating to transition from ad hoc to standing committee status.*

Dr. Simmons opened the meeting and reviewed the action items compiled at the last meeting.

ACTION ITEMS FROM THE FIFTH NELAC ANNUAL MEETING

The action items from the committee meeting at the Fifth NELAC Annual Meeting were:

1. Mr. Dan Bivins will propose a definition for temporary laboratory facility, to complement the definition of mobile laboratory which was approved at the annual meeting,
2. Mr. John Hosenfeld will revise Appendix A of the proposed standards based on comments received at the annual meeting.
3. Dr. Bart Simmons will revise the list of organizations and contacts, including suggestions from the annual meeting,
4. Mr. Bivins will include a menu item on the air emission testing website,
5. Mr. Bivins will contact Ms. Jackie Sample and Mr. Jerry Parr for input on development of air standards, and
6. Dr. Bart Simmons will contact Mr. Joe Slayton of the Quality Systems Committee regarding joint efforts by the two committees for the development of air standards.

STATUS OF TRANSITION TO STANDING COMMITTEE

There was a near-unanimous vote at the Fifth NELAC Annual Meeting to create a new standing committee to be known as the Field Activities (FA) Committee. This means that the committee members will be appointed by the NELAC chair and standards must be drafted, reviewed, and voted on over the coming months. Dr. Simmons noted that the new NELAC Chair, Dr. Jim Pearson, and he, had talked about committee transition steps. Dr. Pearson suggested that the present *ad hoc* committee continue to meet regularly and overlap one or two meetings (following strict agendas) with the new Field Activities Committee, once its members are selected. Dr. Simmons will compile a list of items to recommend to the new committee. One of the first items will be to establish several subcommittees to help work on the source monitoring standard and additional field-related standards, of which there is a large amount of work to be done.

According to NELAC Bylaws, the NELAC Chair is responsible for approving the subcommittees of standing committees.

Nominations for standing committee membership should be submitted to Carolyn Cross-Talbert at the U.S. Environmental Protection Agency (USEPA). Her e-mail address is Cross-Talbert.Carolyn@epamail.epa.gov. The nomination form can be found on the NELAC Website under "Related Information". The address for the website is <http://www.epa.gov/ttn/nelac>. Self-nominations are encouraged. Nominations should be submitted immediately.

DEVELOPMENT AND IMPLEMENTATION OF FIELD STANDARDS

Concern was expressed that preparation and approval of the standards may take longer than first envisioned, resulting from a significant expansion of NELAC's focus. However, preparation and review of the Field Activities Committee's standards will proceed with help from subcommittees. Guidelines for selection of expert subcommittee members and general instructions to follow in development and review of the new standards should be drafted. It was suggested that chapters of the standards be developed and distributed piecemeal to hasten the review process. Experts should be chosen for standards review to give constructive comments about the standards to assist NELAC representatives (who may have limited knowledge) in voting to approve new field activities standards.

Timelines for Field Activities Standards Preparation and Review

By October 1, 1999, Mr. Hosenfeld plans to have a nearly complete draft of the source emissions standard ready. Prior to the December 14th, 1999 Interim meeting, the draft standard will be posted on the NELAC website so all participants can study it. The plan is to have all source emissions standards ready for a vote at the Annual Meeting in 2000. The standards will mimic those of the Quality Systems Committee. As chapters are completed, they will be posted or sent out for review, one at a time. By the time of the next meeting of this committee, Dr. Simmons will revise the overall outline of the Field Activities standards and see that the outline accompanies the emerging standards so readers can see the big picture.

OTHER BUSINESS

Sampling Problem White Paper

The white paper, "Is There a Need for Sampling Standards?" has not yet been formally transmitted to the Environmental Laboratory Advisory Board (ELAB). Additional, referenceable materials detailing sampling problems are still being sought. One reason documentation, other than anecdotal material, is lacking may be the absence of a specific professional organization to speak for field sampling activities. It was suggested that this committee contact those persons who present courses on proper sampling techniques. ASTM offers such courses and manufacturers of sampling equipment may be another source of information. Dr. Simmons recently received information from the Army Corps of Engineers that addresses errors associated with sampling and analysis of explosives in soil. This report indicated the errors are mainly in the sampling, not in the laboratory analysis.

Dr. Simmons will revise the white paper and send it to ELAB and to the Methods and Data Comparability Board for their information and reactions.

Temporary Laboratories

Mr. Bivins accepted the task of composing a better definition for the term “temporary laboratory.”

ISO 17025 Standards

The U.S. Navy has a “crosswalk” publication relating ISO 17025 and ISO 25 standards. ISO 17025 is expected to be adopted in October 1999. NELAC policy calls for review of its standards whenever a new ISO standard is issued, to ensure that they are consistent. Therefore, Mr. Hosenfeld will refer to ISO 17025 as he and USEPA prepare additional source sampling standards and appendices, thus avoiding the need for later revisions.

European Standards

Mr. Hosenfeld is still following developments in European standards, and the information he has obtained so far is very general and very brief. So that they can be studied and referenced, Dr. Simmons asked that any European standards be sent to him.

NEXT MEETING

The next meeting by teleconference meeting is scheduled for Tuesday, August 24, 1999, from 1 p.m. to 3 p.m. EDT.

ACTION ITEMS
FIELD MEASUREMENTS *AD HOC* COMMITTEE MEETING
JULY 26, 1999

Item No.	Action	Date to be Completed
1.	Revise Appendix A to the proposed field standards (Hosenfeld)	October 1, 1999
2.	Revise organizations and contact persons on the outreach and communication list (Simmons)	August 24, 1999
3.	Set up document download feature on the EMC web site (Bivins)	October 1, 1999
4.	Check with J. Sample and J. Parr regarding comments on Air Standards (Bivins)	August 24, 1999
5.	Check with J. Slayton of Quality Systems on appendix to their standards (Simmons)	August 24, 1999
6.	Revise “white paper” and send to ELAB and elsewhere (Simmons)	August 24, 1999 or sooner
7.	Prepare source emissions standard sections for review (Hosenfeld)	continuing
8.	Update overall outline of Field Activities Committee standards (Simmons)	August 24, 1999
9.	Look for European standards (committee)	ongoing
10.	Prepare a definition of “temporary laboratory” (Bivins)	August 24, 1999
11.	Compose a list of recommendations for action by the new Field Activities standing committee (Simmons)	ongoing
12.	Solicit nominations for Field Activities standing committee and submit to C. Cross-Talbert (committee, others)	by September 1, 1999

PARTICIPANTS
FIELD MEASUREMENTS AD HOC COMMITTEE MEETING
JULY 26, 1999

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